

Minimum Qualification Specifications
for the Class:

STATE PROCUREMENT ASSISTANT ADMINISTRATOR
(STATE PROCUREMENT ASST ADMR)

Prerequisite Knowledge and Abilities Required:

Knowledge of: Principles and practices of governmental procurement; applicable State, federal and local laws, rules, regulations and standards that relate to procurement; different types of contracts and methods of award; contractual terms and conditions; practices to foster effective competition; anticompetitive practices; basic management principles as they relate to budget development, effective work organization and staff utilization; and principles and practices of supervision.

Ability to: Direct, coordinate, and implement, through subordinate supervisors, the activities of statewide procurement, inventory management, and surplus property programs; interpret applicable laws and administrative guidelines and issue clear and concise guidance to procurement agencies; establish and maintain working relationships with representatives of other State agencies, vendors and others to promote the achievement of program goals; direct research and recommend changes in inter-jurisdictional procurement and supply methods and practices, including drafting and recommending statutory changes; develop and implement guidelines, policies and procedures; write clearly and concisely; and speak effectively before groups.

Basic Education Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: Four (4) years of progressively responsible professional work experience which involved responsibility for the procurement of goods, services and/or construction through formal purchasing methods requiring the development of detailed, technical specifications and the establishment of contracts for the fulfillment of the purchase. Such experience must have demonstrated knowledge of the principles and practices of governmental procurement; applicable State, federal and local laws, rules, regulations and standards that relate to procurement; different types of contracts and methods of award; contractual terms and conditions; practices to foster effective competition; and anticompetitive practices.

Supervisory or Staff Specialist Experience:

Two (2) years of work experience which involved the following:

- A. Supervising a staff in the performance of professional procurement activities, as described in the Specialized Experience Requirement, which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance, and disciplining them when necessary; and/or
- B. Professional procurement experience which involved work such as conducting studies and making recommendations for the development or revision of standards, policies, and procedures pertaining to programs or activities; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; recommending operational improvements and/or employee development activities; and developing training materials.

Administrative Aptitude: Administrative aptitude will be considered to have been met when there is strong affirmative evidence of the necessary administrative aptitudes and abilities. Such evidence may be in the form of success in regular or special assignments or projects which involved administrative problems (e.g., in planning, organizing, promoting, and directing a program, including policy and budgetary considerations; providing staff advice and assistance in such matters); interest in administration demonstrated by the performance of work assignments in a manner

which clearly indicates awareness of administrative problems and the ability to solve them; completion of educational or training courses in the area of administration accompanied by the application of the principles, which were learned, to work assignments; management's observation and evaluation of the applicant's leadership and administrative capabilities; success in trial assignments to managerial and/or administrative tasks.

Substitutions Allowed:

1. A bachelor's degree from an accredited college or university with a major in supply chain management, purchasing and materials management, or comparable, may be substituted for six (6) months of the required Specialized Experience.
2. A law degree from a School of Law accredited by a nationally recognized specialized accrediting body (or course work deemed comparable by a nationally recognized specialized accrediting body) may be substituted for six (6) months of the required Specialized Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class STATE PROCUREMENT ASSISTANT ADMINISTRATOR (STATE PROCUREMENT ASST ADMR) which were approved on June 16, 1999.

DATE APPROVED: 2/5/2014


for BARBARA A. KRIEG, Director
Department of Human Resources Development